



# St. Ives Swimming Club

## Member's Handbook

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## 1. Introduction

### 1.1. Purpose

A very warm welcome to all our members and visitors,

Let's face it, understanding our club and knowing what's going on can be a bewildering experience. The process is made all the more difficult by the jargon, acronyms, written and unwritten rules that prevail within the world of swimming. It is a challenge even for long standing members. The club wants all its members to feel part of what's going on, have a strong sense of what the club is about and be able to fully join in.

This handbook has been rewritten to help our members get to know the club better.

### 1.2. About the Club

St. Ives SC has been established since 1972 and came about when the St Ivo Recreation Centre was built. We are a club with a reputation for producing excellent swimmers, catering for novices upwards and regularly coaching swimmers to Regional standard. Over the years we have also coached National Championship winners and medallists and continue to do so.

As a competitive club our aim is to produce a mixed squad of National standard swimmers. At a personal level this means helping all our members achieve their full swimming potential.

St. Ives Swimming Club is affiliated to the Swim England (formally known as Amateur Swimming Association (ASA)) - the governing body for competitive swimming in the UK. Through our links with the Swim England the club is able to keep in touch with the latest teaching and training methods and participate in events all over the UK. We are bound by SwimEngland guidelines in issues such as Child Protection, bullying and disciplinary code of conduct and our procedures incorporate those of the Swim England.

We were the first Club in the County to achieve the ASA Swim21 & Aqua-Mark Accreditation as a child-friendly and safe club. In 2018 we regained SwimMark status (formely known as Swim21). We aim to keep St. Ives a friendly and progressive club consistently successful in competitions at all levels and well regarded throughout the sport.

### 1.3. Benefits of Swimming

Swimming is widely acknowledged to be one of the greatest forms of exercise. It develops strength, flexibility and stamina. Swimming can be undertaken at almost any age and presents little risk of physical injury.

Competitive swimming can be an immensely rewarding activity, but it takes several years of hard work to master stroke techniques, starts and turns, and learn the technical rules of the sport.

Aside from the obvious fitness benefits of swimming regularly, our members benefit by learning life skills such as self-discipline and perseverance, by finding friendship and a sense of belonging to a team and of course learning to move through water with effortless grace.

#### 1.4. Social Scene

Aside from swimming activities the club also has a social scene. During the year the committee, coaches and captains organise a variety of social activities.

## 2. Club membership

### 2.1. Registration

Membership of St. Ives Swimming Club is annual. Swimmers become members of St. Ives Swimming Club (SISC) by invitation. As soon as a swimmer is offered and accepts a place with the club, he/she must complete a registration process online through TeamUnify, which gives them access to a membership area that holds important contact and health details. All squad swimmers who become part of SISC have to complete registration to Swim England as a Category 2 member. These fees are paid annually to SISC who pass it on to Swim England. This provides them with insurance whilst training with us and the access to enter meets and team events.

Flounders swimmers are members of the Club for the duration of their course, and are registered by the club as Category 1 members. Flounders fees take into account any Swim England fees.

Committee members and officials are also enrolled as members to fall under the Swim England regulatory umbrella. Renewal of membership is by annual invitation. Club membership is requested each year (January) and must be completed online, annual membership registration fees are also requested at the same time.

Personal data is kept on a secure SISC area on Team Unify and is used solely for internal club purposes and Swim England registration.

It is important that personal information is kept up to date at all times so you can be contacted in case of an emergency.

### 2.2. Child Protection

SISC and SwimEngland take these issues very seriously and any issue of bullying, abuse or suspicion of any irregularity should be reported to the Welfare Officer or Chairman as soon as possible. These issues are dealt with according to WavePower and action must be taken. The use of photographic or video recording equipment at all events including training sessions is restricted and the guidelines posted on the notice board must be adhered to.

### 2.3. Membership Squad Fees

Membership squad fees are calculated on an annual basis and must be paid in twelve monthly instalments by Standing Order. Full squad fees are payable regardless of the number of sessions swum each week. Entry fees to swimming competitions including club championships are paid separately. Members are required to give one month's notice in writing to the Membership Secretary before leaving the club.

The committee has the power to suspend fees in extenuating circumstances e.g. if a swimmer misses a long period (2 months or more) of training due to illness, financial hardship etc. The request must

be in writing to the chairman and will be discussed in absolute confidence at the next meeting of the Committee. Any concession given by the committee is entirely at its discretion and is made without precedent. The committee is unable to backdate any concession made and any arrears in fees must always be paid.

An annual SISC membership registration fee is payable in January of each year and is collected along with the completion of the annual club membership details. This income goes towards the swimmer's annual Swim England insurance.

#### 2.4. Club Finances

The targeted amount of excess money required to run the club (including providing a 'safety net' of monies; settle all outstanding invoices; and can include sponsor money accrued from the previous financial year) is to be equal to, or no less than 20% of the club's annual expenditure. Any monies over and above this 20% threshold, after the accounts for the previous year have been finalised by an accountant external to the club, can be returned back to the members via a reduction in the subsequent year's membership subscriptions. This ruling is dependent on a committee decision at the time of the setting of the subscription rate for the following year.

### 3. Club Communications

#### 3.1. Notice boards

The notice boards are situated within the recreation centre at the entrance of the changing rooms and pool and by the sports hall entrance. They are without doubt the most important source of information for members.

The notice boards provide up to date club news, details of holidays, fixtures, team selection sheets, social events, personal and team results and other club notices. Only items directly related to the Swimming Club may be posted. If you have something you wish posted on the board please leave it in the box marked for the attention of the Secretary. Items on the board must only be removed by a Committee member.

#### 3.2. Newsletter

The newsletter is issued to all members on an ad hoc basis and is a good way to update all parents and swimmers on any changes in policy or news. As well as containing information about past and upcoming events, it also has articles from other sources from within the swimming world. Contributions are always welcome and should be left in the locked box marked for the attention of the Committee.

#### 3.3. Club Post Box

A rack for forms etc. is below the main notice board. On the left hand side is a locked white box with a gap on top at the back. This is for envelopes that contain meet entry forms, please note we do not accept cash or cheques and encourage all payment to be made by bank transfer.

Please make sure that envelopes are clearly marked with the name of the intended recipient and are pushed right into the mailbox.

### 3.4. Web Site

The St. Ives Swimming Club web site provides a range of useful information including contacts, club fixtures, team selections, records, training times and committee members.

It can be found at [www.stivesswimclub.co.uk](http://www.stivesswimclub.co.uk) where a copy of this document is included.

## 4. Training

### 4.1. Training Techniques

The teachers and coaches use a variety of techniques to develop the skills and performance of swimmers. The techniques vary according to swimmers' squad and age. These include:

#### **Flex**

These are gentle stretching exercises undertaken before swimmers enter the water. These prepare muscles for exercise and reduce the risk of strain

#### **Warm-up**

This involves swimming for 5 –15 minutes to warm muscles and prepare heart and lungs for more intense activity.

#### **Drills**

Drills involve swimming in a way that encourages the development of good stroke technique. Drills often focus on arm strokes or leg movements, but also involve both.

There are many different drills for each of the strokes.

#### **Sprints**

Sprints enable swimmers to get used to swimming fast for short distances (<100m) whilst maintaining good stroke technique. Sprints use energy stored in muscles.

#### **Starts and Turns**

This is largely a matter of practice. Swimmers can find out whether conventional or track style starts suit them best. Perfecting starts and turns can improve performance by several seconds.

#### **Aerobic**

Sets Aerobic/endurance swimming involves swimming close to maximum heart rate. Aerobic swimming uses energy converted by the body as it is needed.

#### **Hypoxic Sets**

Hypoxic swimming involves swimming with reduced breath intakes. This is the swimming equivalent of high-altitude training. Over a long period of time hypoxic swimming increases the capacity of the blood to carry oxygen.

#### **Stroke Analysis**

Bad habits and fine tuning of stroke technique can be sorted out by direct intervention of an experienced coach. Videoing can be used to aid this. All videoing is supervised and undertaken in accordance with the ASA child protection guidelines.

### **Swim Down**

The intense activity of swimming produces lactic acid as a by-product. Swim down is a short period of swimming which disperses the lactic acid.

### **Land based training**

Swimmers are encouraged to visit their local gym at their own convenience. Instruction is also given on exercise that can be done at home using only the weight of the body. This is referred to as plyometric exercise.

## **4.2. Training Cycles**

Anyone who has followed athletics will tell you that it is not possible to be in top form all year round. Sports science tells us that swimmers' performance can be made to peak around 3 times a year. The training programs at our club have been scheduled into cycles to ensure that peak fitness is reached at times of major competitions.

Each of the training cycles involves a preparation phase, pre-competition phase, a competition phase and a recovery phase. As the training cycle moves from one phase to another, swimmers will notice changes in the content of their training programme.

### **Preparatory Phase**

The Preparatory phase focuses on endurance work and stroke technique. A minimal level of sprint training, starts and turns, and medley is undertaken.

### **Pre-Competition Phases**

This phase reduces the amount of endurance work but maintains a focus on technique. The amount of sprint and speed work doubles.

### **Competition Phase**

Endurance work is reduced further as is stroke technique. The level of speed and sprint work is increased to three times that of the preparatory phase. The amount of time devoted to starts and turns is doubled. One week prior to competition the distance and intensity is tapered down.

### **Recovery Phase**

The amount of sprint and speed work is reduced significantly. The main focus returns to aerobic and technique work.

## **5. Club Championships - License Level 4**



St. Ives Swimming Club holds Club Championships every year which are both exciting and nerve racking for swimmers and parents alike. However it gives swimmers good exposure to competitive conditions and a chance for all to see how the swimmer compares with their peers. All club swimmers (except Flounders) are eligible to enter the Championships; however there are age restrictions for certain events, all strokes and several distances are covered. Club Championship records can be made and broken.

Club Championships are funded through the entry fees charged for each race entered by the swimmer. This income pays for the pool hire charges incurred, medals and trophies.

These are important events which also enable swimmers to obtain qualifying times for the County Galas in the following year. Times achieved are loaded onto a national database run by the ASA. These times can be used as entry times for other licensed meets (regional galas etc.).

Club Championship events usually take place between June and December and are governed by Swim England law. Details are posted on the notice board and the closing date must be adhered to. There is a charge for each event entered.

Medals are given on the night of the event for 1st, 2nd and 3rd place in each age group for each event. Points are awarded for each event entered and these are added up over the year towards the overall club championship. Annual Boys and Girls trophies are awarded for the 1st three places in each age group (6 to 16+), with awards for 4th – 6th place too, as well as an overall junior and senior title and boy and girl endeavour trophies for particular effort.

**To qualify for end of year trophies swimmers aged 9 and under must compete in 4 or more events and swimmers aged 10 and over must compete in 8 or more events. Details of when these are held are on the fixture list, entry forms are by the locked box beneath the notice board. Trophies are presented at a fund raising evening held at the end of the year.**

## 6. Competing with other clubs

### 6.1. Team Selection

To be selected to represent the club at a team event is an honour. Selection is undertaken by the Head Coach and Meets Co-ordinator in consultation with other coaches.

Many factors can influence the final choice including

- Swimming ability
- Nature & importance of the event
- Attendance and commitment
- Team attitude
- Training skills
- Reliability
- Poolside behaviour

Swimmers may be selected to swim relays only- especially in A-team galas. This adds to the strength of the team and provides valuable experience. It is not unusual for a swimmer to travel to an event to swim one leg of a relay for 15 seconds before returning home. They are still an important part of the team.

The team selection invites are made by email and when a full team is selected a list is posted on the notice board. It is important that swimmers check the notice board every time they visit the pool as change of times, venue and teams frequently occur at short notice.

Swimmers who are unable to take part must speak to the Head Coach/Team manager at the earliest opportunity before crossing their name off.

If a swimmer is ill on the day and unable to take part in a gala please ring the Coach/Team manager at the first opportunity.

Nonattendance at a gala without prior notification causes considerable inconvenience to others at the gala.

### 6.2. Transport

#### **Team transport**

For some away team events a bus will be provided. Swimmers are expected to use this as the journey time is used to help engage team spirit and to inform swimmers about the team selection, tactics and objectives.

A head count is taken both on and off the bus.

Parents are asked to ensure that their children are picked up promptly when the bus returns as a responsible adult must remain with them until they are collected.

Parents are encouraged to accompany a swimmer on their first away gala (at no extra cost) however extra care is taken to look after swimmers who are unfamiliar with away galas.

If there are any spare seats on the bus, parents and accompanied siblings can travel at no extra charge. Unaccompanied siblings are not permitted on the bus even if they are members of the club. Coaches, chaperones and helpers are only responsible for the swimmers in the team itself.

### **Own transport**

In order to maintain a balanced budget, own transport is used to local events. We also use own transport to Open Meets. Lift sharing is an excellent opportunity to get to know other members and keep costs down. Please remember that lift-sharing arrangements are personal arrangements between the parties involved even if the driver is for example an official of the club.

### **6.3. Club Rules for Away Meets**

In addition to the Head Coach and Coach the team is also accompanied by team chaperones. All swimmers are reminded that their personal behaviour and attitude is a direct reflection upon the club. Over many years the club has built an excellent reputation for the behaviour of its swimmers.

The club has adopted a number of special rules for away galas, which have been proved very effective for maintaining safety, comfort and discipline. These are:

#### **Packed tea**

For long trips swimmers should bring a packed tea and drinks of water or squash.

#### **Fizzy drinks & glass bottles**

No fizzy drinks & glass bottles are allowed.

#### **Electronic games and other devices**

These must not be used on poolside during a meet

#### **Mobile Phones**

Mobile phones may be taken at the owner's risk and can be useful for confirming pick up times. Mobile phones must not be left switched on during a gala. St. Ives Swimming Club cannot be held responsible for damage or loss of such personal items.

#### **Warming up before a gala**

Swimmers need to warm up before competition and it is for this reason that gala start times are given as "5.30pm for 6.00 pm" for example

Swimmers should arrive on poolside at least ten minutes before warm up time and report to the Coach or Poolside manager.

**During warm up the following rules apply:**

- 🚫 Swimmers must follow the directions of the warm up marshal.
- 🚫 Swimmers must not enter the water until instructed by their coach.
- 🚫 Swimmers must swim during warm up – do not congregate at the lane ends.
- 🚫 Swimmers must leave the water when instructed by the announcer or coaches.
- 🚫 No diving or jumping into the shallow end.
- 🚫 Alternate lanes will be designated for swimming in a clockwise and anti-clockwise direction.
- 🚫 When a sprint lane is allocated, one way only swimming will apply.
- 🚫 After warm up swimmers should change into a dry tight fitting costume ready to compete. Ensure that muscles are kept warm with suitable clothing. Pool shoes or old clean trainers may be worn on the feet.

**Meet Etiquette**

Each swimmer represents St. Ives Swimming Club and the standard of behaviour expected on poolside during competition is high. Swimmers are required to:

- 🚫 Sit with the team
- 🚫 Support fellow team members
- 🚫 Behave appropriately and accept the authority of those in charge
- 🚫 Remain poolside during the gala <sup>1</sup> and team presentation ceremony.

**6.4. Why bother with nutrition?**

A balanced, varied diet will help you to achieve your swimming potential. All swimmers need to ensure that they:

- 🚫 have the correct amount of energy for growth and development;
- 🚫 have the right foods to build and maintain strong bones;
- 🚫 need to be fit and healthy and not ill as much of the time as possible;
- 🚫 need to recover as quickly as possible;
- 🚫 have the ability to get to and maintain an appropriate weight;
- 🚫 be able to concentrate on training and school/work.

In other words food and fluids will affect swimmers on a daily basis and shouldn't be left to chance.

**E** - Energy – get yours from carbohydrates

**A** - Attitude – a positive attitude towards food choice is essential

**T** - Tasty – taste is important, always try to make food tasty

**W** - Water is essential for life and for swimming

**E** - Enjoy your food it puts you in a good mood when you enjoy it

**L** – Little and often is the best way to stay energised

- L** – Lots of fruits and vegetables benefits your immune system
- S** – Spend some time planning and organising your snacks and drinks
- W** – Worrying about food at competitions should be a thing of the past
- I** – Invest in good quality food not cheap convenient food
- M** – Make breakfast an essential part of your preparations
- W** – Water bottles need cleaning regularly
- E** – Energise to survive the rigours of long hours training
- L** – Learn to rustle up some quick, tasty meals on your own
- L** – Lastly enjoy the occasional treat – you deserve it

### Training Diet

Your main challenges are:

- 🌀 Need to recover as quickly as possible;
- 🌀 To have variety in your diet;
- 🌀 Eat at least 5 portions of fruit and vegetables per day (best combination is 3 vegetables and 2 fruit);
- 🌀 Base meals around starchy, wholegrain (preferably) carbohydrates;
- 🌀 Eat 2-3 portions of meat or alternatives daily;
- 🌀 Eat 2-3 portions of milk and dairy products daily.
- 🌀 Have a low saturated fat intake but include essential fats like the oils in fish.
- 🌀 To eat suitable snacks around training sessions.
- 🌀 To keep as hydrated as possible.
- 🌀 Water, weak squash/cordial or an isotonic sports drink (Make sure you like the flavour and remember to keep on topping up!).



Set simple nutrition and hydration goals and to self-monitor. These could include:

- 🌀 Eating a good breakfast every day
- 🌀 Counting up how many portions from each food group you have eaten
- 🌀 Monitoring your “pee” If you are hydrated it should be pale in colour and lots of it. If it is bright yellow and a small amount you are probably dehydrated and need to drink more
- 🌀 Planning your snacks and always having the right ones in your bag

### Suitable Snacks

Need to recover as quickly as possible;

- 🌀 Bananas
- 🌀 Milkshakes
- 🌀 Yoghurts
- 🌀 Chicken sandwich

-  Raisins
-  Teacake

## 7. Meets

Meets are planned with great care to cater for the needs of all club members. Trophies currently held by the Club are in the display cabinet outside the entrance to the pool. Club Fixtures are made up of the following types of competition:

### 7.1. County Championships




County Championships held in January and February - lower i.e. more challenging, qualifying times apply.

County Development Meet held in the October- upper qualifying times apply.

### 7.2. League Galas

League galas give the club a chance to compete against other clubs and is a useful indicator of our squad progress.

St. Ives SC belongs to two leagues:

-  Arena National Swimming League- East Midlands (ages 11u, 13u, 15u, Open)
-  Fenland Junior Swimming League (ages 9u, 10u, 11u, 12u and 13u)
- 

The teams selected for these league fixtures will be the best possible to gain maximum points.

### 7.3. Open Meets

Many swimming clubs host Open Meets. These are licensed at different levels depending on the standard of swimming, (sometimes cut off times apply). An Open meet can be entered by any eligible swimmer and swimmers can decide which of their eligible events to enter.

Competing in Open Meets provides useful race experience and helps to update swimmer's times.

Competing in licensed Open Meets is necessary to qualify for Regional and National Championships, the qualifying times for which are posted on the notice board.

Details of Open Meets are placed on the notice board and website; the club determines which Open Meet the club will support as part of the fixture list consideration. Entrance fees are payable to the club and will include an administration fee to cover Coach passes and expenses. The club then pays the Open Meet fee to the venue club concerned.

Swimmers may enter any other Open Meet independently, but the club are not obliged to send a club coach as support.

### 7.4. Regional and National Championships

These are top class events with demanding qualifying times which must be obtained at licensed meets. Swimmers who qualify will be notified.

### **7.5. ASA Competitive Start Award**

Before swimmers are able to dive into shallow water, they are taken through this by the coaching staff.

## **8. Records**

A list of current records is posted on the notice board and the website. These consist of

- 🏊 Club Age Group Records (age at 31 December)

These can be broken at any competitions.

- 🏊 Club Championship records (age at 31 December)

These can only be broken at club championship events only.

- 🏊 County Records

These can be found on the Cambs. ASA website ([www.cambs-swimming.org.uk](http://www.cambs-swimming.org.uk)). When a swimmer sets a new record, the proof and form are sent to the County records Secretary by the Team Manager.

- 🏊 Individual (personal bests)

The team manager keeps a record of every swimmer's individual swims and personal bests. (Personal bests are the best time swum for each stroke/distance)

This information includes date of swim, venue, distance, stroke and time achieved.

## **9. Club Organisation**

St. Ives Swimming Club employs a number of qualified teachers and coaches who are supported by qualified assistant teaches and lane coaches, and parent helpers. Between them they have a wealth of knowledge and experience and will always be happy to discuss any queries or problems that swimmers or parents have.

### **9.1. Coaching staff**

#### **Head Coach**

At the top of the organisation is our Head Coach, Andy Hunter. Andy has considerable experience of coaching, both in the UK and overseas and was previously employed by the RAF.

The duties of the Head Coach include squad coaching, preparing coaching and training strategy and training sessions, supervising and training coaching staff and long term development of the club's

competitive performance. Our Head Coach works closely with the Club Committee and his coaching colleagues. He reports directly to the Club Chairperson.

### **Assistant Coaches**

Assistant Coaches are qualified to level 2 and above and take teaching and coaching sessions to a timetable and providing cover for absences.

Assistant coaches are also involved with supporting the junior end of the club, up to and including Dolphins. Duties include teaching and coaching, implementation of the National Teaching Plan and co-ordination of volunteer teachers.

### **Coach**

Other qualified swimming coaches provide regular coaching or occasional/emergency cover. These coaches provide welcome variety for swimmers and ensure that the club is able to cover absences due to away galas, training, holidays and sickness.

### **Poolside Assistants**

In order to provide high standards of supervision and instruction, the club requires the support of ASA qualified teachers, assistant teachers, lane coaches and coaches. These volunteers are an important resource on poolside as they ensure that younger swimmers receive personal feedback during training and are closely supervised.







The club's policy is to provide Swim England Level One training to such volunteers in return for a commitment to use their training for the benefit of the club. Several of our more mature swimmers help the club by closely supervising Flounders in the pool. This is an extremely valuable role, as it promotes confidence as new swimmers acquire water skills.

Under our affiliation with Swim England, it is policy that Disclosure Barring System (DBS) checks are undertaken for people that help poolside. This is a simple administrative process that involves volunteers completing online checks.

## **9.2. Management Committee**

St Ives Swimming Club has a formal Constitution and is run by an elected management committee in accordance with Swim England Law.

The management positions include:

-  Chair
-  Secretary
-  Treasurer
-  Club Championship Secretary
-  Membership Secretary
-  + Committee members (without portfolio)

The management committee usually meets every month, but it or its sub-committees may also meet on other occasions (finance, disciplinary).



Although committee meetings are the place to make key decisions, much of the real work of a committee member is done at home in spare time. Out of pocket expenses may be claimed on production of receipts.

### 9.3. Complaining

The right to ask questions and express concerns directly with committee members is important. However members are asked to be sensitive in the way in which this is approached. The club relies on the good will of its volunteer committee members and many problems arise from simple misunderstandings. Confrontational complaining is totally unacceptable.

If you are unable to resolve a problem to your satisfaction, please use the formal complaints system. A formal complaint may only be considered if submitted in writing to the Club Secretary. The complaint will be raised in the next full committee meeting, dates of which are published in advance. Acknowledgement of the complaint made with the details of the action being taken will be made to the complainant.

### 9.4. Openness

In most circumstances the committee is able to operate in an open and democratic way - keeping members fully informed of what is going on. However serious disputes and disciplinary offences occur from time to time and these have to be handled with diplomacy and discretion.

Additionally protocol sometimes requires other committee’s decisions to be communicated first to those directly affected. Committee members are asked to co-operate to ensure that information is communicated correctly through the appropriate channels.

### 9.5. Elections

Management committee members are elected annually at the Club’s AGM. Nomination forms are distributed approximately 4 weeks before the AGM and all those wishing to stand for election must be proposed and seconded by club members.

### 9.6. Getting Involved

Ever noticed how little jobs at home just seem to get done by themselves? Well apparently this is the work of fairies. St Ives Swimming Club is supported by its very own fairies that discreetly get things done whilst nobody is looking.

There are many ways in which these fairies help out from time to time, whether it is polishing trophies, taking split times at gala or assisting at one of our social events. If there is a way in which to ease the load on others, they always seem to offer their help. We would like to thank them for what they do, but they invariably disappear before we've had a chance.

The Club often finds that parents have special skills or access to resources that are of value to the club. In recent years this has included catering, printing, web design, bookkeeping, accountancy - even an airline pilot!

Although key teaching and coaching staff occupy salaried positions, St Ives Swimming Club is largely dependent on the dedication and hard work of its many volunteers. Actively participating in the club can be a very rewarding experience. There are many opportunities for parents and older swimmers to participate. Maintaining levels of voluntary support is a constant challenge for the club. If you are able to give a little of your time on a regular basis, please let the Head Coach or a committee member know.

### 9.7. Gala Officials

Every one of our home galas requires a poolside team of officials and support staff.

- |                                  |                            |
|----------------------------------|----------------------------|
| 🏊 1 Referee                      | 🏊 2 Judges of turn         |
| 🏊 1 Starter                      | 🏊 1 Announcer              |
| 🏊 1 Chief Timekeeper             | 🏊 2 Results collators      |
| 🏊 Ideally 8 timekeepers (2/lane) | 🏊 2 Stewards               |
| 🏊 2 Judges of style              | 🏊 1 Refreshments organiser |

Parents of swimmers are encouraged to get involved in any way possible with the running of the club. This may involve undergoing training to become an official (Judge Level 1, Judge Level 2(S) or referee) or helping with refreshments, chaperoning swimmers or recording results. Full free training to ASA standards will be given for officials involving classroom sessions leading to a short exam and practical session’s poolside at Club Champs events. These qualifications can then be used at club events but can also be used at Open Meet and county/regional/national events where desired and it whiles away the time (in a very practical way) spent waiting for your swimmer’s event to come up. Details of courses will be posted on the notice board. Gala officials are asked to wear whites and suitable footwear when poolside.

### 9.8. Open Meet Secretary

This position is a voluntary but important role ensuring communications are made to publicise Open Meets the club attends and to ensure appropriate entry forms are distributed and filled out to the appropriate timetable. A 10% admin fee is added to the event entry fee to cover St Ives coach's poolside passes and legitimate expenses.

## 10. Club Rules

1. All members of SISC squads must be members of St Ives swimming Club. They must sign up to the Code of Conduct on joining
2. All new membership is by invitation based on the selection and assessment by the coaching staff. Renewal of membership will be by invitation.
3. Progression through squads and through lanes within the squads will be decided by continuous assessment by the coaching staff. The assessment will have regard for the following:
  - 📌 Flexibility across strokes
  - 📌 Training skills (i.e. ability to perform drills, starts, turns)
  - 📌 Poolside behaviour
  - 📌 Availability of lane/squad space
  - 📌 Attendance and commitment
  - 📌 Confidence

Movement between squads is to be made on the recommendation of the coaches. Temporary lane movements may be made at the discretion of the coach in charge of the session, having regard for lane numbers, stroke and pace, behaviour and individual training needs.

A swimmer parent or guardian may request an individual review by the Head Coach if they are not satisfied with lane/squad progress.

4. Squad training sessions will be held at the St Ivo One Leisure, Huntingdon One Leisure and the Hinchingsbrooke School Pool. If through circumstances beyond the club's control these pools become unavailable, alternative venues will be sought.
5. Spectators may observe training from the viewing area (St Ivo and Huntingdon pools); however the Committee reserves the right to prohibit access to the balcony during Training Sessions. Photography of any description is not allowed from the balcony.
6. The Committee may exclude members from participating in swim squads either temporarily or permanently if their behaviour is disruptive or is deemed to be unacceptable or to be such that it brings the club into disrepute. The decision of the Committee shall be final in this respect.
7. In order to maintain necessary levels of control and discipline, coaching staff have the authority to summarily remove a swimmer from the pool or suspend a swimmer from training

for a period of up to one week. Serious disciplinary matters will be considered by the Committee or a sub-committee thereof.

8. If parents/guardians wish to discuss any aspect of their child's training with the Head Coach or the Assistant Coaches/teachers they should do so by arrangement and at a time other than when the Training Sessions are in progress.
9. Squad fees are calculated on a yearly basis and are payable in advance by 12 monthly payments by standing order. Failure to pay squad fees may result in the respective swimmer being suspended or disallowed. Squad fees are determined, usually annually, by the Committee.
10. An annual St. Ives Swimming Club membership registration fee is payable in January of each year and is collected along with the completion of the annual club membership form.
11. Should a member wish to leave the club before the 12 month membership period is concluded they will be expected to give one month's notice to the Membership Secretary.
12. Swimmers remain the responsibility of parents until such time that they are required on poolside and following the end of the Training session.
13. Swimmers are not allowed to enter the water until instructed to do so by the Head Coach or their assistants.
14. Any details not covered in these conditions which are insisted upon by the Huntingdonshire District Council or Swim England will be implemented immediately.
15. The Committee will decide upon matters not covered herein.
16. All Swim England laws will be applied.
17. Code of Conduct

We have the following Code of Conducts available on our website which outline the responsibilities and behaviour of both staff and swimmers who are members of St Ives Swimming Club. All members must agree to following where applicable:

- Code of Conduct for Swimmers
- Code of Conduct for Parents
- Code of Conduct for Away Trips
- Code of Conduct for Coaches and Teachers
- Code of Conduct for Poolside Helpers
- Code of Conduct for Committee Members, Officials and Volunteers